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PERSONNEL DIVISION

I. MISSION

The Personnel Director is in charge of the development, preparation and execution of all Agency personnel programs and with advising Agency officials on all matters of personnel policy.

II. FUNCTIONS

The Personnel Director shall:

A. Recommend the establishment of Agency personnel policies and establish procedures for their implementation.

B. Provide personnel service for the Agency to include:

1. Recruitment, selection and placement of employees for all components of the Agency.

2. Testing of applicants and employees for suitability for positions.

3. Procurement, assignment, administration and disposition of Armed Services personnel detailed to the Agency.

4. Salary Administration for all classes of departmental and field employees.

5. An internal promotion program.

6. An overseas rotation program.

7. A personnel relations and welfare program.

8. The recording of all personnel transactions, maintenance of personnel files and a position control system.

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C. Establish and control all Agency liaison with the Civil Service Commission and with other agencies in connection with personnel matters and with private industries and academic institutions in matters of personnel procurement.

D. Conduct research in the field of personnel management as required in support of operational programs.

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